

## ADMINISTRATIVE - DRAFT FOR REVIEW AND DISCUSSION

| SERIES CODE | SERIES / DESCRIPTION  | LEGAL CODE | OFFICIAL RETENTION |      |       | COPYHOLDER<br>RETENTION | OFFICE OF<br>RECORD      | DATA PRACTICE                    | REMARKS   |
|-------------|---|------------|--------------------|------|-------|-------------------------|--------------------------|----------------------------------|---|
|             |   |            | LEGAL              | USER | TOTAL |                         |                          |                                  |   |
| ADM-10      | <b>Administrative</b><br><b>Minutes &amp; Official Actions</b><br><b>Section Overview</b><br>Records and documents in this section of the schedule pertain to the proceedings (minutes, documents, resolutions and indexes) of the MCDA Board of Commissioners and the Minneapolis City Council, and official actions taken by the MCDA Executive Director. Executive Administration's records pertaining to Board and Executive Director actions are official records; the departments records of City Council actions are copies. Other records included in this section are affidavits of publication, records of the former Redevelopment Advisory Committee, records related to MCDA lobbying activity, and records related to the separation of the MCDA and MPHA.  |            |                    |      |       |                         |                          |                                  |   |
| ADM-10-02   | <b>Administrative</b><br><b>Minutes &amp; Official Actions</b><br><b>MCDA Board of Commissioner Documents</b><br>Staff reports to the MCDA Board of Commissioners recommending action and records of votes authorizing action. Includes background history of issue and recommended course of action. Includes documents and resolutions approved by the MCDA Board of Commissioners (6/86 to present) and Housing and Redevelopment Authority Commissioners (4/47 to 6/86). Staff and departments that authored reports are generally copy holders of the reports. Records Included: Reports, resolutions, and vote records, including approval of Program Guidelines, Preliminary Planning budgets, land sales, concept approval, exclusive negotiating rights, developer selection, redevelopment contracts, housing programs, refunding of MCDA issued bonds, and administrative details. | BUS100     | PERM               | PERM | PERM  | ACT                     | Executive Administration | Public, Not Public - See Remarks | There may be circumstances where some information is not public pursuant to Chapter 13 Data Practices Act and Chapter 13D Open Meeting Law. |
| ADM-10-04   | <b>Administrative</b><br><b>Minutes &amp; Official Actions</b><br><b>Board of Commissioner Minutes</b><br>Minutes of all meetings of the MCDA Board of Commissioners (6/86 to present) and its Operating Committee and the Housing and Redevelopment Authority Commissioners (4/47 to 6/86). Approved by the Board of Commissioners and signed by the Secretary of the Board.<br>Records Included: Agendas; minutes of regular Board Meetings; copies of resolutions; minutes of Operating Committee meetings.  | BUS120     | PERM               | PERM | PERM  | ACT                     | Executive Administration | Public, Not Public - See Remarks | There may be circumstances where some information is not public pursuant to Chapter 13 Data Practices Act and Chapter 13D Open Meeting Law. |

## Event Codes:

|                     |                       |                     |                       |                     |                  |                 |                |                  |
|---------------------|-----------------------|---------------------|-----------------------|---------------------|------------------|-----------------|----------------|------------------|
| AA After Audit      | ACT Active            | AR Annual Review    | AT After Termination  | AW After Wreck      | IND Indefinite   | MAX (Maximum)   | PERM Permanent | YR Yearly Review |
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|             |   |            | LEGAL              | USER | TOTAL |                         |                          |                                      |  |
| ADM-10-06   | <b>Administrative</b><br><b>Minutes &amp; Official Actions</b><br><b>Board of Commissioner Documents Index</b><br>Annual index of Board of Commissioner Documents and Resolutions.<br>Records Included: Index of approved documents showing meeting date, document number, resolution number and summary of action.   | BUS120     | PERM               | PERM | PERM  | ACT                     | Executive Administration | Public                               |  |
| ADM-10-08   | <b>Administrative</b><br><b>Minutes &amp; Official Actions</b><br><b>Board of Commissioner Resolutions</b><br>Formal legal affirmation of the will of the MCDA Board of Commissioners (6/86 to present) and the Housing and Redevelopment Authority Board Commissioners (2/47 to 6/86) authorizing Agency action. Includes voting record, Chairperson signature and Mayor signature.<br>Records Included: Examples include authorization to sell land, approve project plans, sell bonds and other activities authorized by statute or the Minneapolis Code of Ordinances. Includes Index | BUS120     | PERM               | PERM | PERM  | ACT                     | Executive Administration | Public                               |  |
| ADM-10-10   | <b>Administrative</b><br><b>Minutes &amp; Official Actions</b><br><b>Board of Commissioner - Closed Meetings</b>  | BUS120     | -                  | 6    | 6     | ACT                     | Executive Administration | Not Public MS 13D (Open Meeting Law) |  |
| ADM-10-12   | <b>Administrative</b><br><b>Minutes &amp; Official Actions</b><br><b>By-Laws - MCDA</b><br>By-Laws governing organization of the Minneapolis Community Development Agency (6/86 to present) and the Housing and Redevelopment Authority (3/19/53 to 3/1/79) The MCDA was created by an ordinance of the City Council (codified as Chapter 422 of the Minneapolis Code of Ordinances) pursuant to authority granted by 1980 Minn. Laws Chapter 595.<br>Records Included: By-Laws and amendments.   | BUS100     | PERM               | PERM | PERM  | ACT                     | Executive Administration | Public                               |  |
| ADM-10-14   | <b>Administrative</b><br><b>Minutes &amp; Official Actions</b><br><b>City Council Committee Reports</b><br>Record of the documents submitted to City Council committees for approval by the City Council to establish new projects and programs, amend development objectives,  | COPY       |                    |      |       |                         |                          |                                      | Committee Reports are maintained permanently as official records by the City Clerk's Office (Use the City Schedule ADM-20-12). |

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|                  |   |            | LEGAL              | USER   | TOTAL  |                         |                          |                                  |   |
|                  | project or finance plans and other activities as detailed in the Minneapolis Code of Ordinances.  |            |                    |        |        |                         |                          |                                  |   |
| <b>ADM-10-16</b> | <b>Administrative</b><br><b>Minutes &amp; Official Actions</b><br><b>Reports Approved by the Executive Director</b><br>Numbered reports from staff to the Executive Director recommending a course of action. The Executive Director authorizes implementation of projects and programs consistent with project and finance plans and program guidelines approved by the Board of Commissioners and the City Council.<br>Records Included: Examples include establishing fair market value and making offers to purchase property; settling condemnation actions; authorizing contracts with business associations, neighborhood organizations, and professional services; establishing operating procedures for programs; making loans and grants consistent with program guidelines; establishing professional services panels; and others as outlined in the MCDA Code of Ordinances, Title 16, Chapter 422.110. | BUS150     | ACT+10             | ACT+10 | ACT+10 | ACT                     | Executive Administration | Public, Not Public - See Remarks | There may be circumstances where some information is not public pursuant to Chapter 13 Data Practices Act.<br><br>Active ceases after superseded or after completion. |
| <b>ADM-10-22</b> | <b>Administrative</b><br><b>Minutes &amp; Official Actions</b><br><b>Redevelopment Advisory Committee (RAC)</b><br>Records relating to proceedings of the RAC which evaluated citizen participation funding and neighborhood development projects in order to advise the MCDA Board and the City Council. The committee held public hearings as required. The committee was comprised of Minneapolis citizens with financial, development and neighborhood expertise. The RAC no longer exists. Prior to destruction, ensure that any final reports presented to the MCDA Board and City Council are accounted for in Council Committee Reports, Resolutions or MCDA Board Minutes.<br>Records Included: Agendas, minutes, and comments.  | BUS130     | 6                  | 6      | 6      | ACT                     | Executive Administration | PUBLIC                           |   |

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|             |  |            | LEGAL              | USER   | TOTAL  |                         |                             |               |   |
| ADM-10-24   | <b>Administrative</b><br><b>Minutes &amp; Official Actions</b><br><b>Annual Disclosure - Lobbyist Principal to State of MN</b><br>Annual report of MCDA to disclose to the State of Minnesota the amount of money the Agency spends for lobbying.<br>Records Included: Copy of annual disclosure to the State of Minnesota.  | LEG000     | 3                  | 10     | 10     | ACT                     | Executive<br>Administration | Public        | Minnesota Rules specify the disclosure reporting requirements but do not include retention guidelines.  |
| ADM-10-26   | <b>Administrative</b><br><b>Minutes &amp; Official Actions</b><br><b>MCDA/MPHA Separation</b><br>This series documents the separation of the old MCDA organization into the current MCDA and the MPHA as two separate legal entities. It provides background information on many of the mechanics of the actual separation and is primarily a historical record.<br><br>Note: The retention period applies only after verification that the official records of the separation are maintained in the City Council Committee Reports and in the Board of Commissioner documents. If not, the records must be maintained permanently.<br>Records Included: Council authorizations; work papers regarding separation of pension, insurance, personnel policies and staff; post-separation agreements; and a variety of similar documents. | BUS150     | ACT+10             | ACT+10 | ACT=10 | MAX3                    | Administration              | PUBLIC        | Active ceases after verification that the official records are maintained with Committee Reports or Board Documents and the administrative need for the records ends. |
| ADM-20      | <b>Administrative</b><br><b>General Administrative Records</b><br><b>Section Overview</b><br>Records and documents in this section of the schedule pertain to day-to-day administrative activities such as correspondence, calendars, daily logs, assignment lists, e-mail and voice mail, staff meeting notes, professional memberships and general subject files.  |            |                    |        |        |                         |                             |               |   |
| ADM-20-02   | <b>Administrative</b><br><b>General Administrative Records</b><br><b>Calendars/Daily Logs/Assignment Lists</b><br>This series documents the day to day activities of the office. The series may include but is not limited to management and administrative staff daily schedules, "to do" lists, assignment lists, appointment information and desk calendars. If the calendar is used for both personal and work related appointments, the   | BUS140     | 3                  | 3      | 3      | Act                     | Department                  | Public        | All personal records should be segregated from Agency records.  |

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|             |   |            | LEGAL              | USER | TOTAL |                         |                     |   |  |
|             | calendar or portions thereof qualifies as an MCDA record. Should a request be made for the calendar (using the Minnesota Data Practices Act), some of the information may have to be disclosed. Contact the MCDA Data Practices Compliance Officer for specific guidance. The best practice is to keep personal papers and MCDA records separate.<br>Records Included:  |            |                    |      |       |                         |                     |   |  |
| ADM-20-04   | <b>Administrative</b><br><b>General Administrative Records</b><br><b>Correspondence - Chronological Files</b><br>Copies of correspondence that provide substantive business-related information maintained as backup (or for convenience purposes) to records that are filed in another appropriate subject category (project, program, etc.) and organized by date.  | BUS140     | 3                  | 3    | 3     | ACT                     | Department          | Public  |  |
| ADM-20-06   | <b>Administrative</b><br><b>General Administrative Records</b><br><b>Correspondence - Transitory</b><br>This series contains records that do not provide substantive business-related information. The records serve as simple requests, reminders or inquiries that do not contain any substantive action, policy decision and no special compilation/ research to comply. Records may include extra copies of documents used for convenience of reference, announcements not related to business, phone message slips or announcements of social events (retirements, parties, holiday celebrations, etc.).<br><br>NOTE: The series should not be used to maintain project management or planning records, records setting precedent or records that present legal or financial obligations for the MCDA. All such records/files must be removed from this series and filed in the appropriate series prior to final disposition of records.<br><br>ALSO NOTE: Transitory records are exempt from the destruction notification requirements.<br>Records Included: | NONE       | ACT                | ACT  | ACT   | ACT                     | Department          | Public  |  |
| ADM-20-08   | <b>Administrative</b><br><b>General Administrative Records</b><br><b>E-Mail</b><br>E-mail is a document created or received on the electronic mail system including brief notes, more formal substantive narrative documents and any attachments, such as word processing and   | See NOTE   |                    |      |       | ACT                     | Department          | Public - except as may be noted in Chapter 13 | Retention is based on the content of e-mail that determines which record series and corresponding retention a message will fall under. |

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|             |  |            | LEGAL              | USER | TOTAL |                         |                     |   |  |
|             | <p>other electronic documents, which may be transmitted with the message. E-mail, in and of itself, does not constitute a record series.</p> <p>NOTE: It is the function and content of the e-mail which determines which record series and corresponding retention period a message will fall under. To better manage e-mail records, this schedule divides e-mail into the following two classifications: Records of Value and Transitory Records.</p> <p>Records of Value are e-mail records that are required for ongoing legal, fiscal, administrative, operational or research purposes and are to be considered a record of value. These messages, like any other records, are to be assigned to a record series based on the function and content of the message. For example, an e-mail message that contains draft budget projects for a particular division may be categorized as budget work papers. It is the user's responsibility to determine the nature and content of the e-mail and assign messages to the proper record series. The assignment will be the basis for the retention period that should be assigned to the record. Therefore, do not use this record series to schedule e-mail records of value.</p> <p>A Transitory Record is e-mail that is of short-term interest with no documentary or evidential value, and is to be considered a transitory record and may be deleted at any time.</p> <p>Records Included: Training announcements, meeting notices, publications such as FYI, personal messages.</p> |            |                    |      |       |                         |                     |   |  |
| ADM-20-10   | <p><b>Administrative</b></p> <p><b>General Administrative Records</b></p> <p><b>Voice Mail</b></p> <p>Voice mail messages, in most cases, are not considered records and may be deleted immediately. In some instances, however, these messages meet the State of Minnesota definition of a record. As such, specific classifications of voice mail shall be retained according to the MCDA Records Management Policy.</p> <p>NOTE: The function and content of the voice message determines the value and corresponding retention requirements of the message. Voice mail is considered a record if it is created for legal, fiscal administrative, operational or research purposes. These messages like any other records, are to be assigned to a record series based on the function and content of the message. They may be managed in the following ways:</p>   | See NOTE   |                    |      |       | ACT                     | Department          | Public - except as may be noted in Chapter 13 | Retention is based on the content of voice mail that determines which record series and corresponding retention a message will fall under. |

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|             |   |            | LEGAL              | USER | TOTAL |                         |                          |   |         |
|             | <p>In many cases, the content of the voice mail message may be transcribed on the record which it pertains to prior to the deletion of the message. For example, a vendor change of address left as a voice mail message is added to the purchase order. In other cases it may be necessary to create a written summary of the message and include the sender, receiver, time message was sent and other pertinent information prior to deletion of the message. In circumstances where a message has evidential value that requires the message to be kept in its original format (e. g. a harassing message that may be used for employee discipline ) contact MCDA Human Resources for assistance. In all these cases it is the user's responsibility to determine the nature and content of the voice mail and to assign it to the proper record series. All other types of voice mail messages are considered non-records and may be deleted immediately.</p> <p>Records Included:</p> |            |                    |      |       |                         |                          |   |         |
| ADM-20-12   | <p><b>Administrative</b><br/><b>General Administrative Records</b><br/><b>General Subject Files</b></p> <p>Records related to a particular activity, assignment or subject that do not fit into other described records series. Records are used to carry out normal operations of the MCDA. Records are arranged by subject.</p> <p>Records Included: Records may include background materials, work papers, correspondence, meeting notes, and work products. Records related to planning or project management, records that present a legal or financial obligation for the MCDA, and records that set policy or precedent are not included in this series.</p>   | BUS140     | 3                  | 3    | 3     | ACT                     | Department               | Public - except as may be noted in Chapter 13 |         |
| ADM-20-14   | <p><b>Administrative</b><br/><b>General Administrative Records</b><br/><b>Executive Staff Meeting Notes</b></p> <p>Notes from monthly executive staff meetings; notes are distributed to all staff within two weeks of meeting date.</p> <p>Records Included: Meeting notes.</p>  | BUS130     | 6                  | 6    | 6     | ACT                     | Executive Administration | Public except as may be noted in Chapter 13   |         |
| ADM-20-16   | <p><b>Administrative</b><br/><b>General Administrative Records</b><br/><b>Professional Membership Records</b></p> <p>This series documents the relationship and participation of staff in professional, trade or educational associations or other committees or organizations in furtherance of the mission of the</p>   | BUS140     | 3                  | 3    | 3     | ACT                     | DEPARTMENT               | PUBLIC  |         |

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|             | <p>Agency. The MCDA department or staff role may be one of membership on the advisory or administrative board, participation in a task force or subcommittee or records received during the course of the membership in the organization.</p> <p>Records Included: Background/promotional information, rules and regulations, etc. Copies of financial transactions relevant to professional memberships or seminars should be filed and maintained as financial records in the Accounting area of the schedule.</p>   |            |                    |        |        |                         |                            |   |   |
| ADM-20-18   | <p><b>Administrative</b></p> <p><b>General Administrative Records</b></p> <p><b>Records Retention (Disposition Schedule)</b></p> <p>The records retention schedule documents and defines MCDA records and establishes the required retention period for each record grouping (series). The retention schedule establishes retention periods based on administrative, fiscal, legal and historical value. Upon approval from the State Records Disposition Panel, (MS 138.17), the schedule allows for the destruction of records when retention periods are met.</p> <p>Records Included: Listing of records series and description of MCDA records, review and approvals.</p> | BUS150     | ACT+10             | ACT+10 | ACT+10 | ACT                     | Project Planning & Finance | Public  | Active ceases when schedule is superseded or replaced.  |
| ADM-30      | <p><b>Administrative</b></p> <p><b>Minutes &amp; Working Papers Committee/Task Force/Board</b></p> <p><b>Section Overview</b></p> <p>Records and documents in this section of the schedule pertain to various special committees, task forces and boards established to address and advise elected officials and MCDA management on particular issues or to administer particular programs. A distinction is made between groups with an advisory role and those that set policy.</p>  |            |                    |        |        |                         |                            |   |   |
| ADM-30-02   | <p><b>Administrative</b></p> <p><b>Minutes &amp; Working Papers Committee/Task Force/Board</b></p> <p><b>Committee/Task Force/Board - Advisory</b></p>   | BUS130     | 6                  | ACT+6  | ACT+6  | ACT                     | Department                 | Public - except as may be noted in Chapter 13 | Active ceases when membership ends. Prior to destruction, remove final reports and precedent setting materials and file/maintain in the appropriate series. |

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| ADM-30-04   | <b>Administrative</b><br><b>Minutes &amp; Working Papers Committee/Task Force/Board</b><br><b>Committee/Task Force/Board - Policy Setting</b><br>Records facilitating and documenting MCDA participation in special committees, task forces and boards established to advise elected officials on particular issues or administer particular programs. Examples are the Near Northside Development Implementation Committee, the Minneapolis/St. Paul Housing Finance Board, and the MEDC Board of Directors/Loan Committee.<br><br>NOTE: If minutes and working papers are maintained with other records (Redevelopment Projects, etc) they should be retained for the longest retention period for any record that the minutes and working papers are filed with.<br>Records Included: Meeting notes, correspondence, reports, studies, working papers, plan documents. | BUS120     | PERM               | PERM   | PERM   | ACT                     | Recording Secretary      | Public - except as may be noted in Chapter 13 | Official agendas and meeting minutes of the Policy Setting Committee/Task Forces/Boards are usually maintained by the recording secretary. If records are duplicates they may be destroyed as soon as they are no longer useful or provide context to current proceedings or a project. |
| ADM-40      | <b>Administrative</b><br><b>Policies, Procedures &amp; Best Practices</b><br><b>Section Overview</b><br>Records and documents in this section of the schedule pertain to the policies and procedures of the MCDA and of specific departments within the Agency. These records include Administrative Bulletins, department records, procedural guides and handbooks, official policies such as the Personnel Policy, and records related to conflicts of interest.  |            |                    |        |        |                         |                          |   |   |
| ADM-40-02   | <b>Administrative</b><br><b>Policies, Procedures &amp; Best Practices</b><br><b>Administrative Bulletins</b><br>Numbered memoranda from the Executive Director communicating Agency policies and procedures.<br>Records Included: Examples of subjects of Administrative Bulletins include mileage reimbursement, procurement policy, signature authority and MINS. Includes an index.  | BUS150     | ACT+10             | ACT+10 | ACT+10 | ACT                     | Executive Administration | Public  | Active ceases when bulletin is superseded, eliminated or replaced.  |
| ADM-40-04   | <b>Administrative</b><br><b>Policies, Procedures &amp; Best Practices</b><br><b>Policies/Procedures - Department Specific</b><br>This series documents department specific policies and procedures. Most of the records contain informal "informational" instructions and guidelines.<br>Records Included: Records may include informal instructions on   | BUS140     | 3                  | ACT+3  | ACT+3  | ACT                     | DEPARTMENT               | PUBLIC  | Active ceases when policy or procedure is eliminated, superseded or replaced  |

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# CITY OF MINNEAPOLIS - COMMUNITY DEVELOPMENT

## ADMINISTRATIVE - DRAFT FOR REVIEW AND DISCUSSION

| SERIES CODE | SERIES / DESCRIPTION   | LEGAL CODE | OFFICIAL RETENTION |        |        | COPYHOLDER<br>RETENTION | OFFICE OF<br>RECORD        | DATA PRACTICE | REMARKS   |
|-------------|--|------------|--------------------|--------|--------|-------------------------|----------------------------|---------------|---|
|             |  |            | LEGAL              | USER   | TOTAL  |                         |                            |               |   |
|             | vacation scheduling, specific job function procedures, use and completion of forms, department reporting guidelines, etc.  |            |                    |        |        |                         |                            |               |   |
| ADM-40-06   | <b>Administrative</b><br><b>Policies, Procedures &amp; Best Practices</b><br><b>Project Coordinator Handbooks</b><br>A collection of orientation and training materials assembled in binders to provide new project coordinators information about policies, procedures and MCDA operations. Handbooks are updated as needed.<br><br>NOTE: The project coordinators are copyholders of the handbook . When information is superseded or replaced, selected records can be immediately destroyed.<br>Records Included: Information, memos, directives, brochures, lists that provide information to project coordinators. | BUS140     | 3                  | ACT+3  | ACT+3  | ACT                     | Project Planning & Finance | PUBLIC        | Active ceases when material is no longer valid or useful.   |
| ADM-40-10   | <b>Administrative</b><br><b>Policies, Procedures &amp; Best Practices</b><br><b>Conflict of Interest File</b><br>A file containing conflict of interest forms. These forms disclose any existing or potential financial interests or any other interests that might be or might lead to a conflict or the appearance of a conflict of interest at the Agency.<br>Records Included: Conflict of Interest Form.  | BUS150     | ACT+10             | ACT+10 | ACT+10 | ACT                     | Human Resources            | Public        | Active ceases at the conclusion of the contract, interest, project - whichever is longer.   |
| ADM-50      | <b>Administrative</b><br><b>Strategic Planning</b><br><b>Section Overview</b><br>Records and documents in this section of the schedule pertain to annual work plans; goals established by MCDA staff, departments and the Executive Director; and records related to the preparation, review and approval of the Agency's strategic plan.  |            |                    |        |        |                         |                            |               |   |
| ADM-50-02   | <b>Administrative</b><br><b>Strategic Planning</b><br><b>General Strategic Plan</b><br>Materials associated with the drafting, review and approval of the MCDA's strategic plan from 1995 to the present. No new material is being added to files.<br><br>NOTE: Following the report publication, it is the responsibility of the department to send two copies of each published report to the  | BUS120     | PERM               | PERM   | PERM   | ACT                     | Project Planning & Finance | Public        | Review and destroy background materials and work papers 10 years after completion. Remove final report and work products prior to inactive records storage. |

Event Codes:

|                     |                       |                     |                       |                     |                  |                 |                |                  |
|---------------------|-----------------------|---------------------|-----------------------|---------------------|------------------|-----------------|----------------|------------------|
| AA After Audit      | ACT Active            | AR Annual Review    | AT After Termination  | AW After Wreck      | IND Indefinite   | MAX (Maximum)   | PERM Permanent | YR Yearly Review |
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|             |  |            | LEGAL              | USER | TOTAL |                         |                          |               |  |
|             | <p>Municipal Information Library (MIL) in City Hall. The records will be indexed and maintained by MIL and transferred to the City Archives for permanent storage.</p> <p>Records Included: Meeting notes, correspondence, internal memos, drafts of plan, consultant's report on results of focus groups, background materials, agendas and work products from staff committee, City Council reports, approved annual versions of plan, mailing lists.</p>  |            |                    |      |       |                         |                          |               |  |
| ADM-50-06   | <p><b>Administrative</b></p> <p><b>Strategic Planning</b></p> <p><b>Work Plans and Goals - Executive Director</b></p> <p>Background materials and work papers leading to the preparation of an annual report from the Executive Director to the Executive Committee regarding annual accomplishments and work plan for upcoming year, and final work product.</p> <p>NOTE: Following the report publication, it is the responsibility of the department to send two copies of each published report to the Municipal Information Library (MIL) in City Hall. The records will be indexed and maintained by MIL and transferred to the City Archives for permanent storage.</p> <p>Records Included: Memos, printed copies of e-mail messages, newspaper clippings, handwritten notes from Executive Director and other staff, copies of Agency Accomplishments reports, City Council and Board reports, City goals, MCDA strategic plan, drafts and final memos to Executive Committee, department summaries of accomplishments.</p> | BUS120     | PERM               | PERM | PERM  | ACT                     | Executive Administration | Public        | Destroy work papers and background materials 6 years after completion. Retain the final report/work product permanently. |
| ADM-50-08   | <p><b>Administrative</b></p> <p><b>Strategic Planning</b></p> <p><b>Work Plans and Goals - Department</b></p> <p>These records are used by project coordinators and department managers to track progress on projects, plan for future resource allocation, and set professional development goals.</p> <p>Records Included: Individual work plans, goals and timelines developed by project coordinators.</p>   | BUS130     | 6                  | 6    | 6     | ACT                     | Department               | Public        |  |

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|             |  |            | LEGAL              | USER | TOTAL |                         |                            |   |                                      |
| ADM-60      | <b>Administrative Management Reports</b><br><b>Section Overview</b><br>Records and documents in this section of the schedule pertain to materials used to inform MCDA management and elected officials on the activities, accomplishments and resources of the Agency. Records include accomplishments reports, status reports, production reports and activity logs. Records also include reports on special subjects that provide information to guide MCDA decisions and actions.   |            |                    |      |       |                         |                            |   |                                      |
| ADM-60-02   | <b>Administrative Management Reports</b><br><b>Annual Accomplishments Reports</b><br>Annual reports prepared by departments and submitted to Public Information department regarding the department accomplishments.<br><br>See the Outreach portion of the retention schedule for the Agency Annual Communications Report of Accomplishments.   | XREF       |                    |      |       |                         |                            |   | Cross reference to Outreach Schedule |
| ADM-60-04   | <b>Administrative Management Reports</b><br><b>Quarterly Production Report</b><br>Records (Excel spreadsheets) that provide information about and current status of development projects. This report is distributed quarterly to the City Council, Mayor, all Agency staff, and other interested parties. It is also used as a historical reference document.<br>Records Included: Electronic and paper copies of Quarterly Production Reports.   | BUS160     | 10                 | 10   | 10    | ACT                     | Business Development       | PUBLIC  |                                      |
| ADM-60-06   | <b>Administrative Management Reports</b><br><b>Quarterly Status Reports</b><br>Materials used to compile quarterly status report to the Board of Commissioners on MCDA projects, programs and budgets, as required by MCDA ordinance.<br><br>NOTE: The quarterly status report is submitted to the Board and maintained with the Board Reports. The Board Reports are maintained permanently.<br>Records Included: Memos and reports from various MCDA departments; prints of MINS reports; final versions of Board reports. | BUS130     | 6                  | 6    | 6     | ACT                     | Project Planning & Finance | Public - except as may be noted in Chapter 13 |                                      |

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|             |  |            | LEGAL              | USER  | TOTAL |                         |                             |   |  |
| ADM-60-08   | <b>Administrative Management Reports</b><br><b>Weekly Reports</b><br>Weekly reports prepared by project coordinators to inform management of the status of projects and related issues. Reports are also used in meetings with City Zoning and Planning staff. Records Included: Weekly reports.   | BUS140     | 3                  | 3     | 3     | ACT                     | Business Development Admin. | Public -except as may be noted in Chapter 13  |  |
| ADM-60-10   | <b>Administrative Management Reports</b><br><b>Board and Council Reports - Prepared But Not Submitted</b><br>Draft reports to the Board and City Council that were prepared by staff but for various reasons were not submitted for official action. Records Included: Draft reports to the Board and City Council.  | BUS140     | 3                  | 3     | 3     | ACT                     | Executive Administration    | Public - except as may be noted in Chapter 13 |  |
| ADM-60-12   | <b>Administrative Management Reports</b><br><b>PAA Status Report and Log</b><br>Method of tracking developers' applications for public financial assistance. Records Included: Excel spreadsheet detailing specific information contained in an application for public financial assistance, memo to Executive Director and completed application.   | BUS140     | 3                  | ACT+3 | ACT+3 | ACT                     | Project Planning & Finance  | Public -except as may be noted in Chapter 13  | Active ceases when report/log is superseded, eliminated or replaced. |
| ADM-60-14   | <b>Administrative Management Reports</b><br><b>Pending &amp; Unfunded Projects Report</b><br>Excel spreadsheet detailing all projects in pre-approval stages. Once a project is fully funded and/or approved, it is removed from this report. Report details amount and type of public assistance proposed for the project as well as other information about the proposed project. Report is accompanied by a cover report to the City Council.<br><br>NOTE: The Pending & Unfunded Projects Report is submitted as a Board Report, and as such, is maintained permanently by Executive Administration.<br>Records Included: Included are the final version of the report on Excel and the working copies completed/updated by each project coordinator. Working copies are part of the file. | NONE       | ACT                | ACT   | ACT   | ACT                     | Project Planning & Finance  | Public - except as may be noted in Chapter 13 | Active ceases when information is no longer valid or useful.         |

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|             |   |            | LEGAL              | USER   | TOTAL  |                         |                     |   |   |
| ADM-60-16   | <b>Administrative<br/>Management Reports<br/>Department Report Files</b><br>Annual and other periodic reports prepared by Agency departments to provide information on MCDA activities and to meet various reporting requirements. Reports may be for internal or external audiences and purposes.<br>Records Included: Monthly, quarterly and annual department production reports, Met Council LCA report, ICMA report, Affordable Housing Report, HUD Consolidated Plan, GPR, ad hoc reports, miscellaneous correspondence.  | BUS130     | 6                  | 6      | 6      | ACT                     | Department          | Public except for Section 13.392                  |   |
| ADM-60-18   | <b>Administrative<br/>Management Reports<br/>Special Subject Reports/Commissioned Studies (Non-Project )</b><br>The records are original reports and studies developed by or for the MCDA. The records are used by Agency staff to gain expertise on specific subjects and/or geographic areas. The information in the records is relevant contextual information necessary for making informed decisions about projects. However, the information is not specific to a project.<br><br>Records Included: The original records include reports, studies, and references on specific topics and maps, photos, visual aides. Topic examples include: planning studies, economic studies, mined space and historic preservation. | BUS130     | 6                  | ACT+10 | ACT+10 | ACT                     | DEPARTMENT          | PUBLIC  | Active ceases when information is no longer valid or useful. Reports with long-term policy, legal, fiscal, historical or research value should be retained permanently. |
| ADM-70      | <b>Administrative<br/>Information Systems<br/>Section Overview</b><br>Records and documents in this section of the schedule are those maintained by the Information Systems staff pertaining to the design and development of MINS, the maintenance and operation of Agency file servers and user desktop computers, daily backups, telephone long distance records, and disaster recovery plans.   |            |                    |        |        |                         |                     |   |   |
| ADM-70-02   | <b>Administrative<br/>Information Systems<br/>System Design Documentation</b><br>Documentation that supports and explains design concepts for the MINS application. This documentation was created in the design phases of the MINS application. It is used to train staff and  | NONE       | 0                  | ACT+6  | ACT+6  | ACT                     | MIS                 | Public, except for MS 13.37 (b) Trade Secret Data | Active ceases when system is installed, tested and full production begins or when documentation is superseded - whichever is longest.                                   |

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|             |  |            | LEGAL              | USER   | TOTAL  |                         |                     |   |   |
|             | research concepts that are implemented in the MINS application.<br>Records Included: Includes reports, documents and diagrams that explain design concepts for the MINS application.   |            |                    |        |        |                         |                     |   |   |
| ADM-70-04   | <b>Administrative<br/>Information Systems<br/>System Application Code</b>  | BUS180     | ACT+10             | ACT+10 | ACT+10 | ACT                     | MIS                 | Public, except for MS 13.37(b), Trade Secret Data | Retain records as long as any record that resides in the system must be retained or until the records are transferred to and made usable in a new hardware or software environment plus 10 years. |
| ADM-70-06   | <b>Administrative<br/>Information Systems<br/>System Technical Documentation</b><br>Documents and forms used to develop and support MINS application at a technical level. This documentation is generally used by technical staff to support and maintain MINS. May be used to train technical staff or contracted staff in the process of supporting the application.<br>Records Included: Procedures, forms, diagrams and reports used to document the technical aspects of the MINS application. | BUS150     | ACT+10             | ACT    | ACT+10 | ACT                     | MIS                 | Public, except MS 13.37(b) Trade Secret Data      | Retain records as long as any record that resides in the system must be retained or until the records are transferred to and made usable in a new hardware or software environment plus 10 years. |
| ADM-70-08   | <b>Administrative<br/>Information Systems<br/>IS Network Backups</b><br>Daily and monthly backups of all Agency file servers and user desktop computers.<br><br>NOTE: Separate back-ups of e-mails are required to accommodate shorter retention periods.<br>Records Included: Full backup of all production databases, services and e-mail as well as a full backup of all user profiles.   | NONE       | 0                  | ACT+1  | ACT+1  | --                      | MIS                 | Public -except as may be noted in Chapter 13      | Maintain full-monthly back-ups off-site for one year. Interval back-ups can be destroyed or reused after monthly back-up is created and verified. E-mail backups can be destroyed after 45 days.  |
| ADM-70-10   | <b>Administrative<br/>Information Systems<br/>Disaster Recovery Plan Document</b><br>Document detailing pertinent information regarding basic recovery procedures to re-establish enterprise business tools and services. Examples include: phones, enterprise applications and databases, internet/email.<br>Records Included: DRP Document   | BUS170     | ACT+3              | ACT+3  | ACT+3  | ACT                     | MIS                 | PUBLIC  | Active ceases when plan documents are updated and approved.   |

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|                     |                       |                     |                       |                     |                  |                 |                |                  |
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|             |   |            | LEGAL              | USER | TOTAL |                         |                            |               |  |
| ADM-70-12   | <b>Administrative Information Systems</b><br><b>Telephone Long Distance Records</b><br>Detail long distance telephone transactions by month.<br>Records Included: Norstan long distance logs.   | BUS140     | 3                  | 3    | 3     | ACT                     | MIS                        | Public        |  |
| ADM-80      | <b>Administrative Reference Materials</b><br><b>Section Overview</b><br>Records and documents in this section of the schedule pertain to information maintained for reference purposes to provide information and to assist staff in performance of job duties. Reference materials are considered non-records; retention periods are at the user's discretion.   |            |                    |      |       |                         |                            |               |  |
| ADM-80-02   | <b>Administrative Reference Materials</b><br><b>Reference Materials</b><br>Information maintained for reference purposes only, to provide information and to assist staff in performance of job duties. Reference materials are considered non-records.<br>Records Included: General information and publications in the public domain, such as industry or professional association meeting proceedings and publications, government regulations, supplier reference information (products and services), publications and price lists, etc. Includes reports, studies, maps, laws, The Minneapolis Plan the Zoning Code, materials gathered at training opportunities, materials from the former MCDA library and sample documents. | NONE       | 0                  | ACT  | ACT   | ACT                     | Department                 | Public        | Active ceases when records are no longer of value or are replaced. |
| ADM-80-06   | <b>Administrative Reference Materials</b><br><b>Reference Maps</b><br>Maps prepared by others and used as reference documents by the MCDA. Note: Project and district maps are not included - they are maintained in project files and in the official files.<br>Records Included: Includes Property Identification Number (PIN maps), zoning maps, neighborhood and ward boundary maps and others.   | NONE       | 0                  | ACT  | ACT   | ACT                     | Project Planning & Finance | Public        | Active ceases when records are no longer of value or are replaced. |

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|                     |                       |                     |                       |                     |                  |                 |                |                  |
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